

Notice of Appeal

The following instructions will guide you through the process of filing a Notice of Appeal.

- STEP 1** Click the [Bankruptcy](#) hypertext link from the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

- STEP 2** The **Bankruptcy Events** screen displays. (See Figure 2.)

- ◆ Click the [Appeal](#) hypertext link.

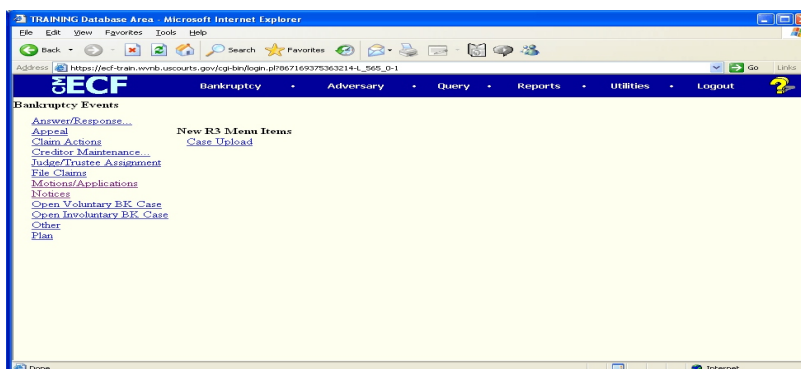


Figure 2

STEP 3 The **Case Number** screen displays. (See Figure 3.)

- ◆ Enter the case number in yy-nnnnn format including the dash.
- ◆ Click **[Next]** to continue.

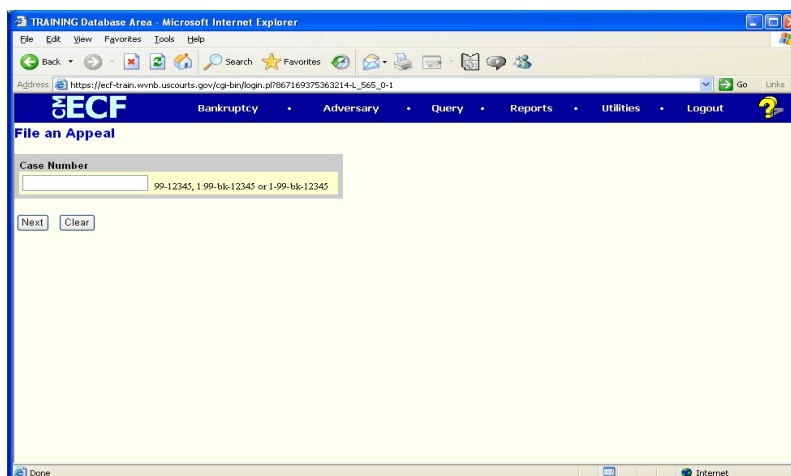


Figure 3c

STEP 4 The **Event Type** screen displays.

- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.

Note: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- ◆ Use the down arrow ▼ to the right of the box to scroll through the event list to select the document to be filed. Click to highlight **Notice of Appeal**. (See Figure 4.)
- ◆ Click **[Next]** to continue.

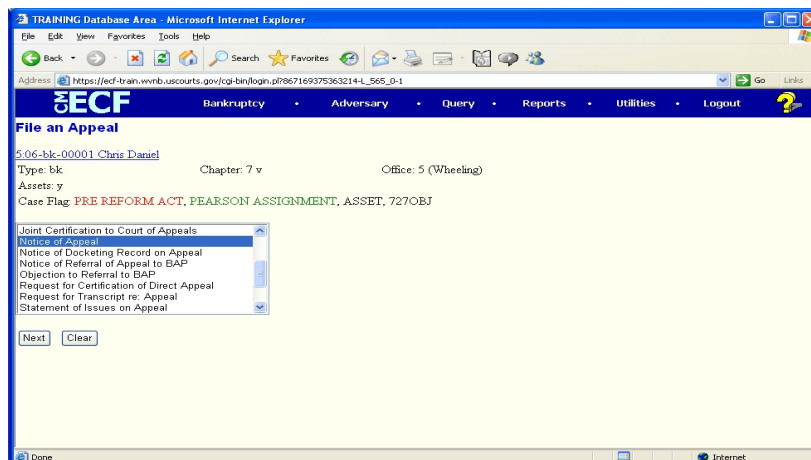


Figure 4

STEP 5 The **Joint Filing With Other Attorneys** screen displays. (See Figure 5.)

- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click **[Next]** to continue.

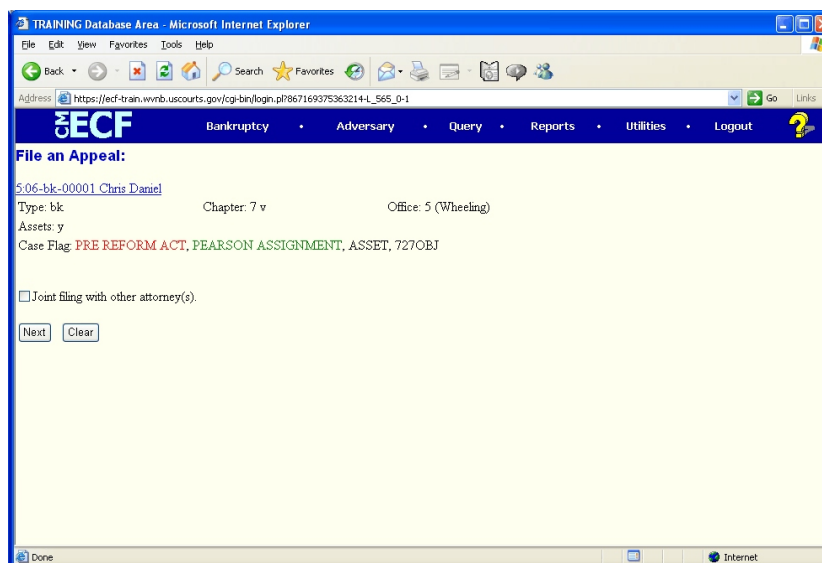


Figure 5

STEP 6 The **Select a Party** screen displays. (See Figure 6.)

- ◆ Click to highlight the name of party whom you are representing **OR** refer to Section 9 in this Training Manual, **Multi-Part Motions**, Steps 6-10, to add a new party.

Note: Press the [Ctrl] key to choose more than one party.

- ◆ Click **[Next]** to continue.

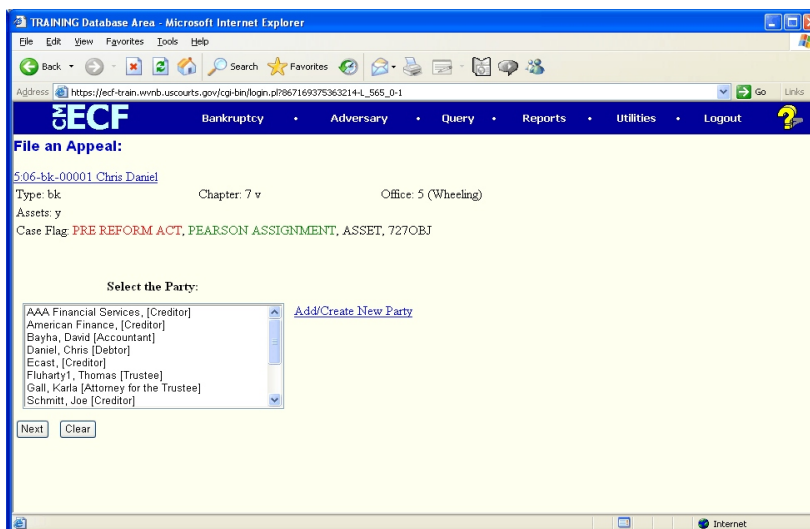


Figure 6

STEP 7 The **PDF Document Selection** screen displays. (See Figure 7.)

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.

Note: If you wish to view the image before associating it with this docket entry, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).

- ◆ Click **[Next]** to continue.

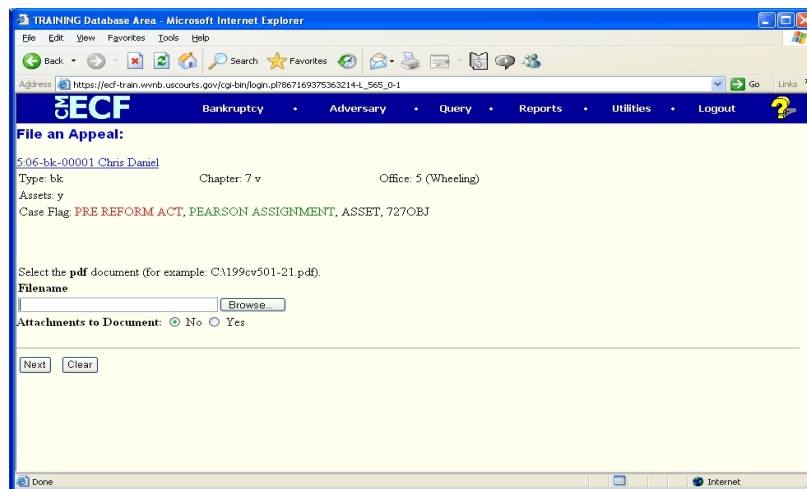


Figure 7

STEP 8 The **Refer to Existing Event(s)?** screen displays. (See Figure 8.)

- ◆ Click in ***Refer to existing event(s)?***
- ◆ Click **[Next]** to continue.

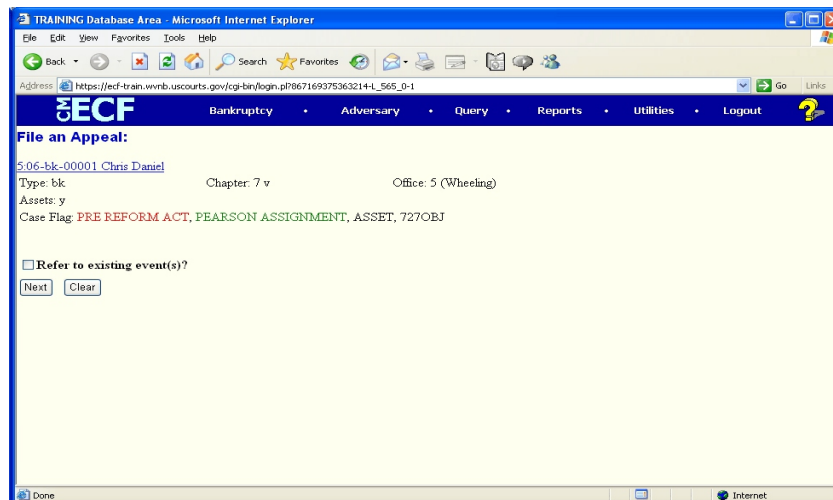


Figure 8

STEP 9 The **Select the Category to Which Your Event Relates** screen displays. (See Figure 9.)

- ◆ Click on order.
- ◆ Click **[Next]** to continue.

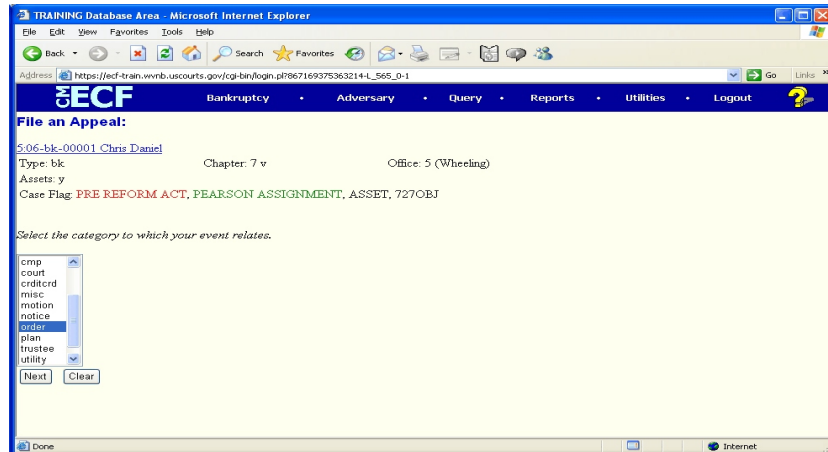


Figure 9

STEP 10 All Orders docketed in the case will display. (See Figure 10.)

- ◆ Select the appropriate order from which you are appealing.
- ◆ Click **[Next]** to continue.

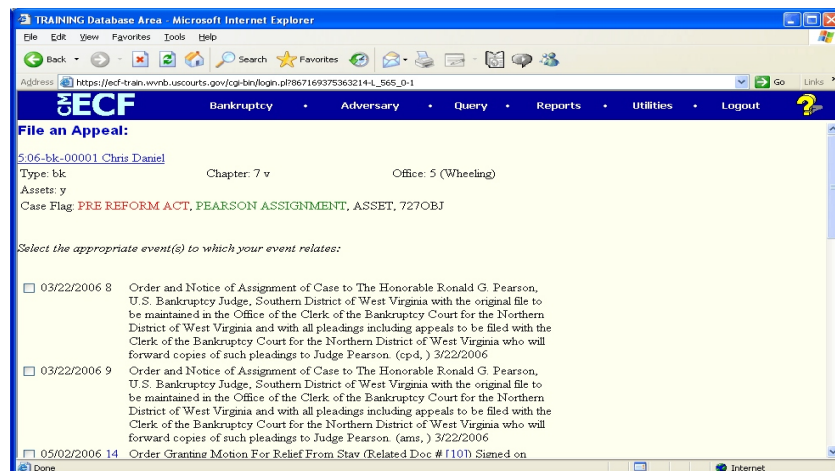
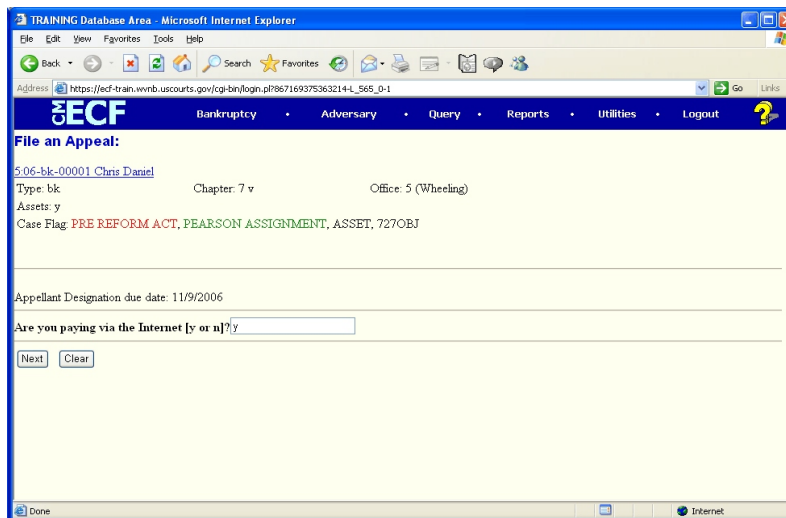


Figure 10

- STEP 11** The internet payment screen displays. (See Figure 11.)
- ◆ The deadline for filing the Appellant Designation will display.
 - ◆ Enter **y** after ***Are you paying via the internet?***
 - ◆ Click **[Next]** to continue.



TRAINING Database Area - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://ecf-train.wvmb.uscourts.gov/cgi-bin/login.pl?867169375363214-4_565_0-1

ECF Bankruptcy Adversary Query Reports Utilities Logout

File an Appeal:

5:06-bk-00001 [Chris Daniel](#)

Type: bk Chapter: 7 v Office: 5 (Wheeling)

Assets: y

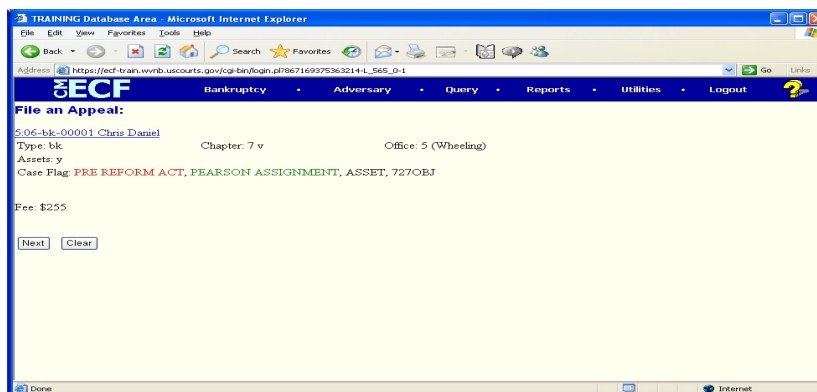
Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ

Appellant Designation due date: 11/9/2006

Are you paying via the Internet [y or n]?

Figure 11

- STEP 12** The **Filing Fee** screen will display. (See Figure 12.)
- ◆ Enter **cc** in the Receipt # field.
 - ◆ Click **[Next]** to continue.



TRAINING Database Area - Microsoft Internet Explorer

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Address: https://ecf-train.wvmb.uscourts.gov/cgi-bin/login.pl?867169375363214-4_565_0-1

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Type: bk Chapter: 7 v Office: 5 (Wheeling)

Assets: y

Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ

Appellant Designation due date: 11/9/2006

Are you paying via the Internet [y or n]?

Figure 12

STEP 13 The **Modify Docket Text** screen appears. (See Figure 13.)

- ◆ If appropriate, choose a prefix from the **Prefix Text** pick list.
- ◆ Additional text may be added in the white text box.
- ◆ Click **[Next]** to continue.

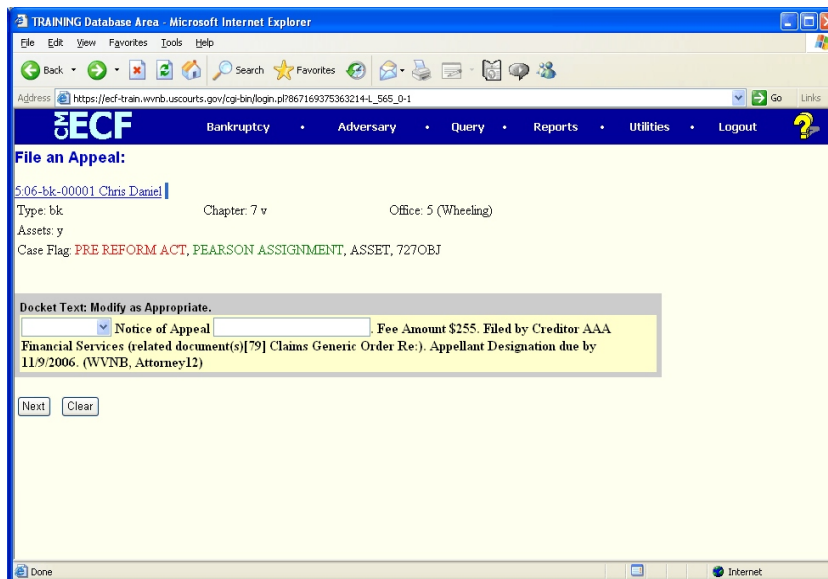


Figure 13

STEP 14 The **Final Approval** screen displays. (See Figure 14.)

- ◆ Verify the Final Docket Text. Read the warning message.
- ◆ If the Final Docket Text is correct:
- ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

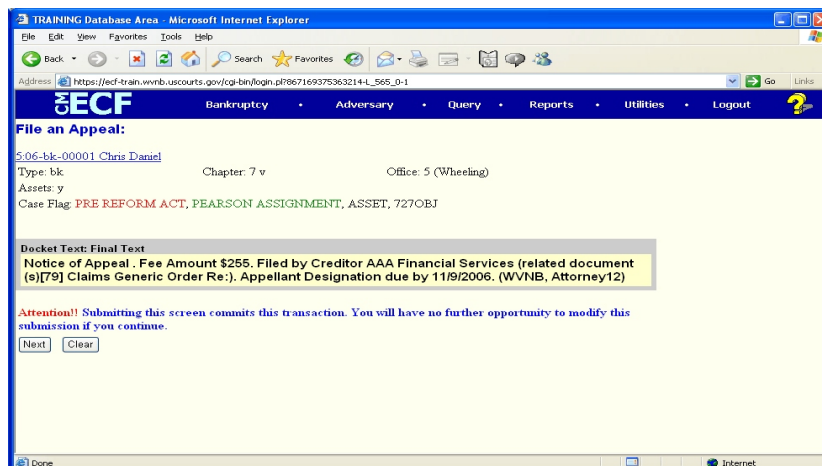


Figure 14

STEP 15 The **Notice of Electronic Filing** screen displays. (See Figure 15.)

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

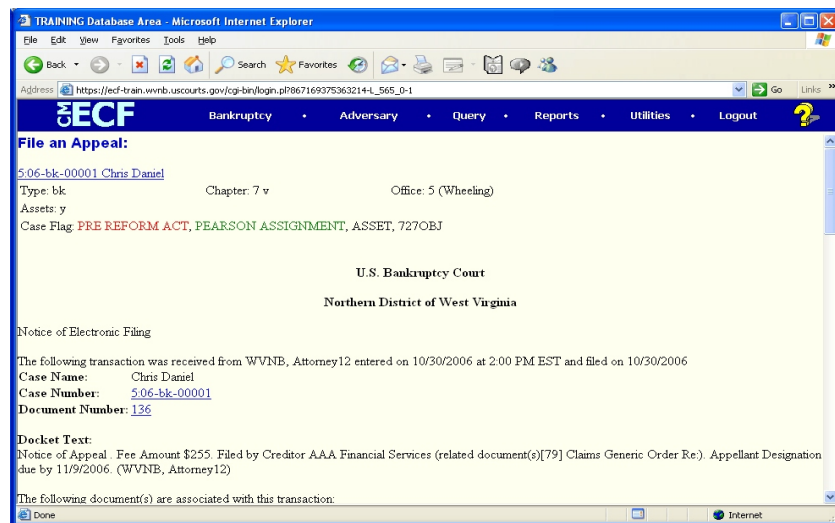


Figure 15